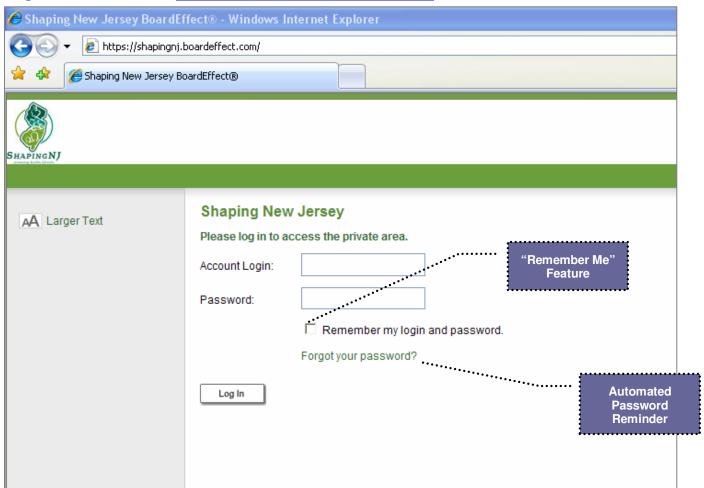
(Page 1)

Part I: Welcome to BoardEffect® -- Overview & Online Tour

BoardEffect® is the leading e-governance tool for mission-based organizations. This secure website will allow the Shaping NJ Partnership members to communicate, share documents, resources, and more online.

BoardEffect® is accessible on the web via your favorite browser (e.g., Internet Explorer, Mozilla Firefox, etc.). This board portal is secure and accessible only to members of the Partnership and key staff of the NJ Department of Health and Senior Services.

Login Screen: Go to: https://shapingnj.boardeffect.com



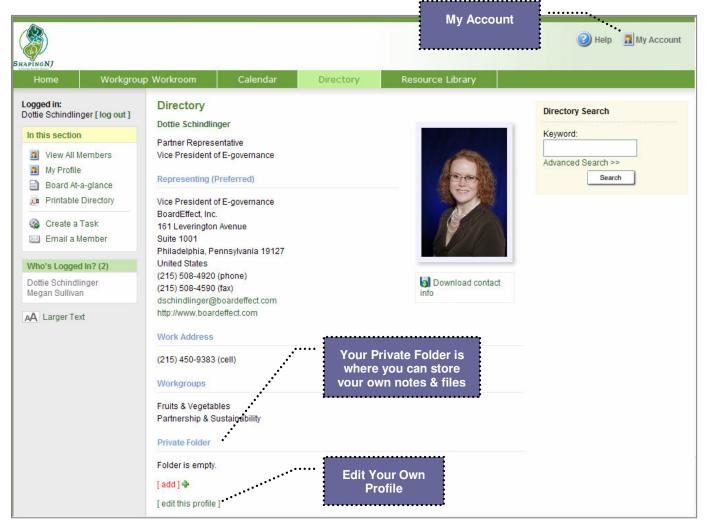
Your temporary login is the first initial of your first name, followed by your full last name (e.g., dschindlinger); the password is "password1" (no quotes), all in lowercase letters.

•	Account Login:_	
	_	

•	Password:	

(Page 2)

My Account: Your Directory Profile



My Account

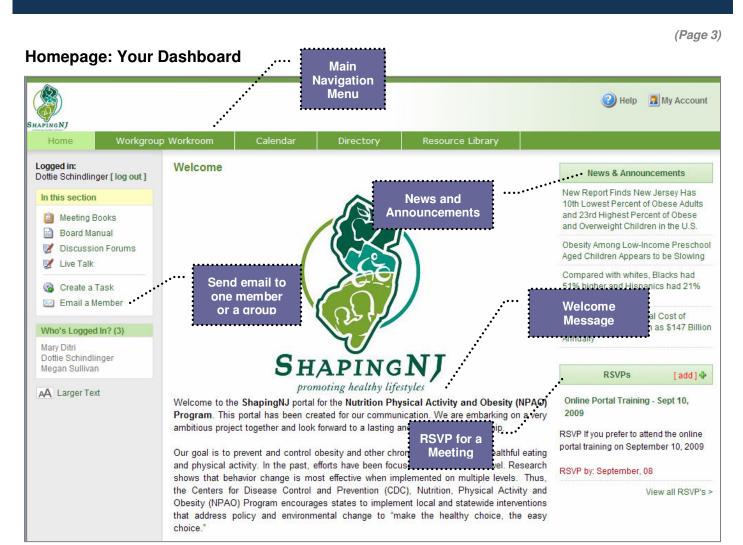
- o Change your password to something you will remember: 7 characters, including 1 number
- Add your contact information such as the address of the organization you represent, your full work address, cell phone, and other (emergency contact, an assistant, etc.)
- Upload your photo
- Add biographical information in the Comments/Notes section, or upload a current résumé
- Make sure to hit "save" before leaving the page

Private Folder

You can upload documents, notes from meetings, etc. here – accessible only by you

Save others' contact information

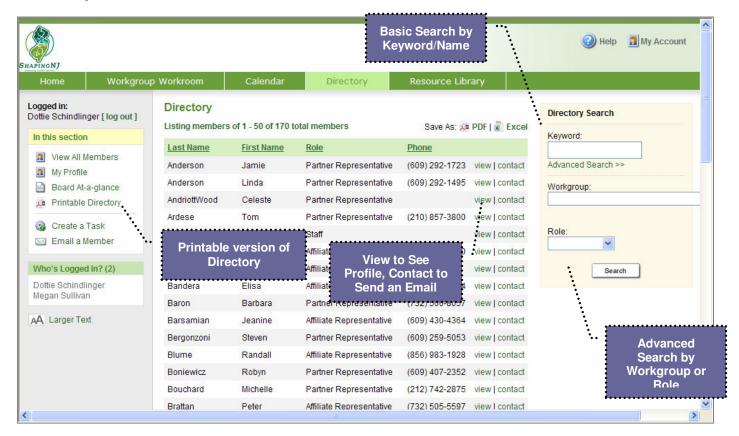
You can download contact information to Outlook and other address software by hitting "Save" in someone else's profile

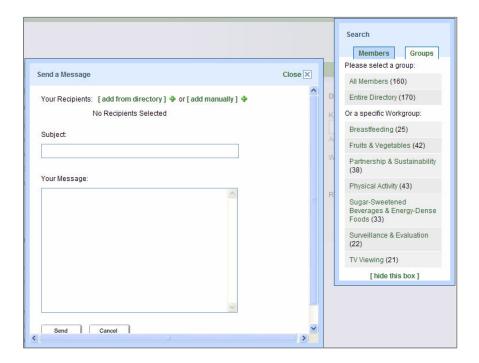


- Welcome Message current information from your BoardEffect® administrators
- My Tasks (scroll down to center of page)
 - Create tasks and automated reminders of upcoming deadlines
 - o Tasks can be created for you, make sure to check your list
 - Send tasks to others (one Partnership member, multiple members, a full Working Group, etc.)
- News, RSVPs, and Polls (right side of page)
 - o Only appear when there are current announcements, RSVPs, or polls awaiting your response
 - News items are regularly updated and are set to "expire" when they are no longer relevant
 - RSVP allows you to let the administrator know if you're coming to a meeting, and to leave comments
 - Polls allow you to share your feedback with the full Partnership

(Page 4)

Directory: Connect with Other Members





Search and view detailed profiles

- Use the keyword search to find members by name, Workgroup, role
- Get to know other members by reviewing their biographies, photos, company contacts

Printable directory

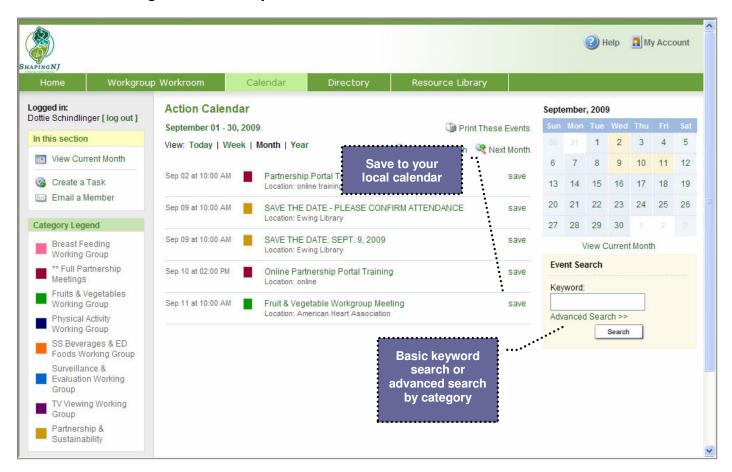
 Creates a PDF file that you can print out with everyone's preferred contact information

Contact fellow members

 Convenient "contact" allows you to send textonly email to other members' preferred email address

(Page 5)

Calendar: Meeting Dates and Important Events

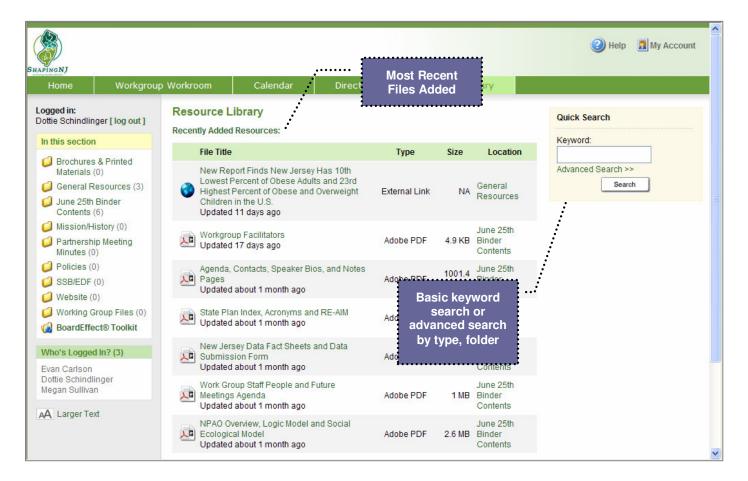


- Save events to your personal calendar
 - o Meeting dates and other calendar items can be saved to Outlook and other calendar software
- Search calendar by category
 - Use the Advanced Search to pull up a list of all dates within a specific category



(Page 6)

Resource Library: Document and Information Sharing



- Review board documents, notes, other files in the Resource Library
 - Meeting notes, reports from Working Groups to be shared with the entire Partnership, archives
 - o Files can include Word documents, PDFs, PowerPoint, images, etc.
 - Keyword searchable

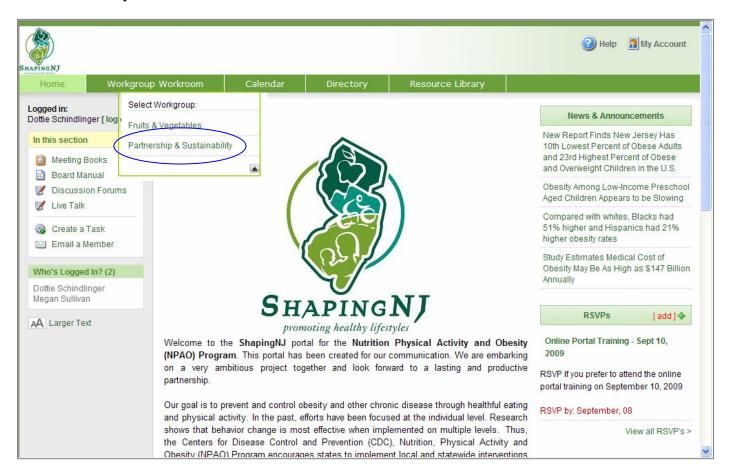
Board Effect®

(Page 7)

Part II: Effective Group Collaboration in BoardEffect®

BoardEffect® provides a secure online space for the Working Groups to do their work.

The Workgroup Workroom is private just for members of each working group (and administrators). You will only see the list of working groups you personally belong to in your drop-down list. Select the Workroom you wish to enter.

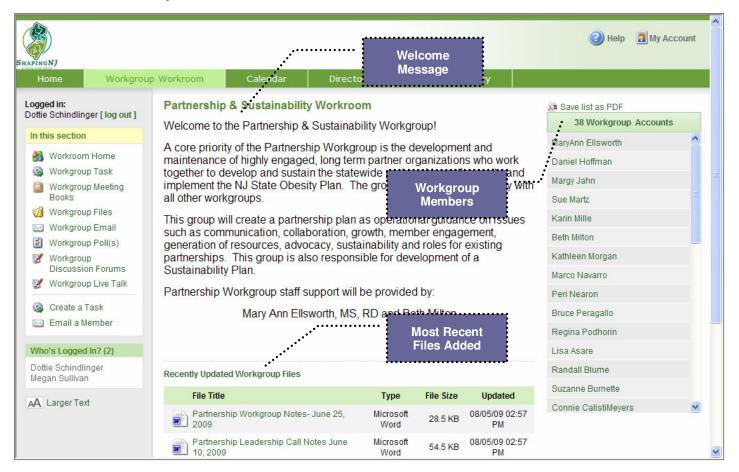


Workgroup Workroom

- When you click on the "Workgroup Workroom" tab, you will only see the list of working groups that you belong to
- Click on the name of the working group to enter that specific Workgroup Workroom

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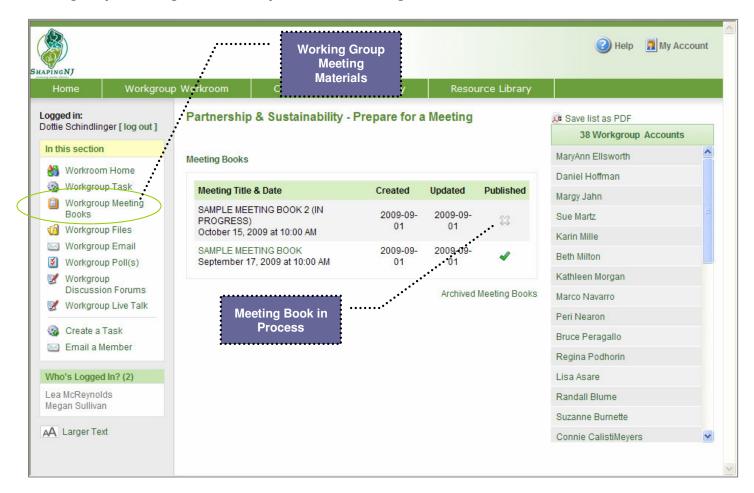
Workroom Home: Update Members



- Welcome Message current information from a BoardEffect® administrator, Workgroup Leadership, etc.
- Recently Updated Workgroup Files list of any files recently added to the Workroom
- Workgroup Events any upcoming committee meetings/events on the calendar will show up in the center of the page
- Right Side Features these appear when there is content to display
 - Workgroup Members
 - List of those on the working group
 - Clicking on a name provides contact information and a way to send email to that person's preferred email address
 - Workgroup Polls
 - If there is a current Poll for the Working Group, it will show up on the right side of the page
- Productivity Tools (Left Side Features)
 - Workgroup Task add a task to all Workgroup Members' Task Lists (visible on your Home page)
 - Workgroup Events add an event to the Calendar, tagged as a Workgroup Event
 - Workgroup Email send an email to all Workgroup Members

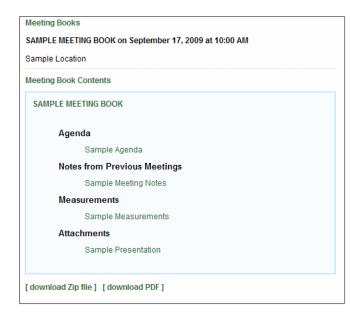
(Page 9)

Workgroup Meeting Books: Prepare for a Meeting



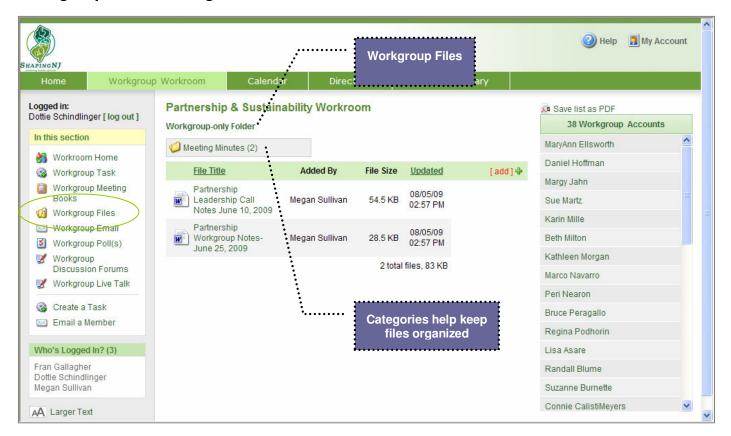
Meeting Books – Listed by Meeting Title & Date

- Locate the meeting book you wish to review; only meeting books that have been "published" are able to be viewed
- You can read, print, or download the documents in the Meeting Book – if you "Download PDF" you can compile all the documents into one PDF file with bookmarks between each section of the table of contents



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Workgroup Files: Sharing Resources



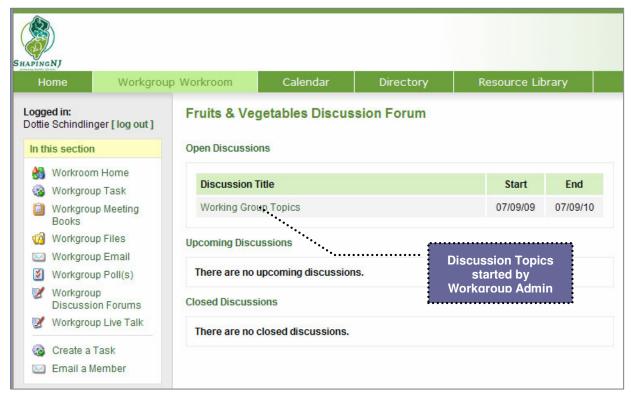
Workgroup Files Workflow Process

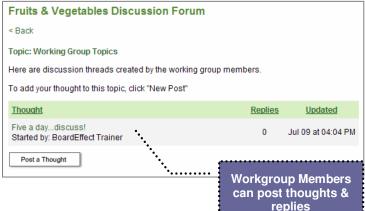
- Any workgroup member can upload documents and files
 - Assign a category to the file to help keep things organized
 - You can select a category already in use from the drop-down menu, or create a new one
- Send a "Workgroup Email" to alert workgroup members that you have uploaded a file for review
- o To share a file with the full Partnership, save the file in the Resource Library
 - Your Workgroup Administrators can "move" files out of the Workgroup Workroom and into the Resource Library

Board Effect®

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Discussion Forums: Connect Between/After Meetings



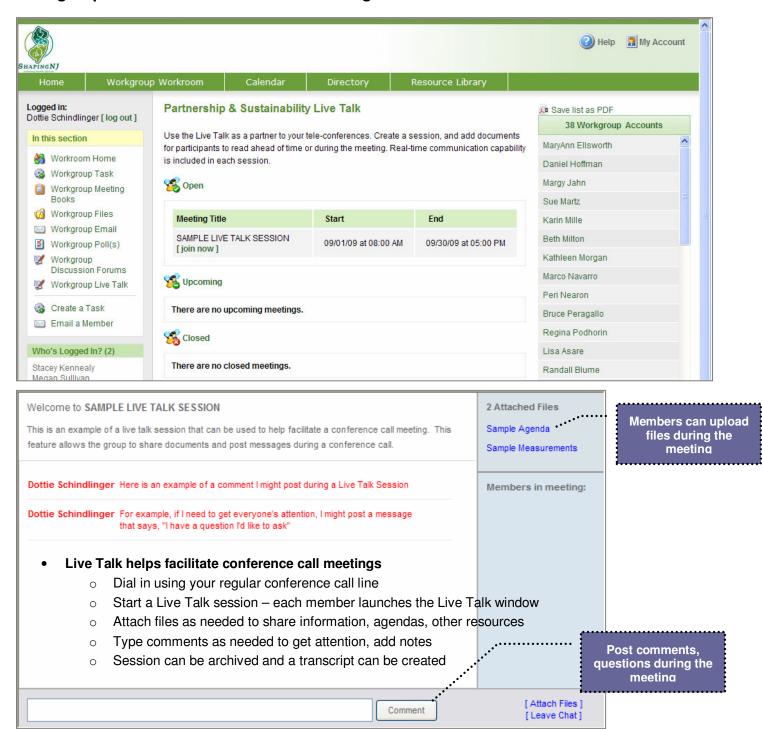


Discussion Forum uses:

- Use the Discussion Forum to discuss documents, issues, ideas between meetings or to follow-up after meetings
- Create a discussion topic, and alert workgroup members to participate
- Prompt members when a new thought has been posted to join the discussion
- Refer to documents in the Workgroup Files folder

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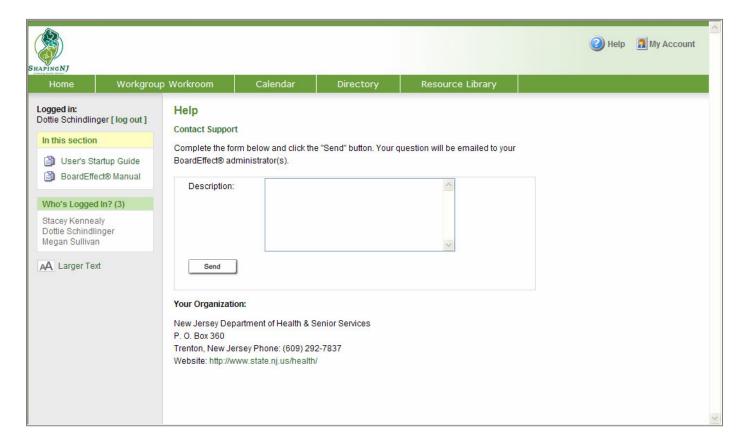
Workgroup Live Talk: Conference Call Meetings





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Help Section: How to Get Help



"Help" Resources

- Click on Help at the top right of the screen
- If you are experiencing a technical issue, type the details of the issue into the box labeled "Description" and hit send. This will send a message to the Help Desk.
- o If you need support using BoardEffect, contact NJDHSS at the number listed on the Help screen.

User's Startup Guide

Provides quick tips to help you get started

BoardEffect® Manual

Complete product manual – 6MB in size, may take a little time to download